**Mission Fund – guidelines for applications and criteria for grants**

This document is to help you apply for Mission Fund Grants. The Mission Fund committee meet once a year and after an initial expression of interest applicants will be allocated a member of the committee to help you produce a good proposal.

**The fund’s overall guidelines are:**

* the development of a new church congregation in an existing or new community
* the mission development of a new ministry within an existing parish church (e.g. youth work, schools’ work or parent and children ministries).
* the mission development of network ministries (e.g. ministry among employment, leisure, recreation, or consumer networks which are not tied to a narrow geographical location).
* the support of other mission initiatives that are particularly focussed on the development of Christian community among people who are not currently part of the life of a church.

Like any grant-making body, the committee often receive applications for more funds than are available, and therefore must follow strict criteria when checking eligibility and weighing the merits of individual applications. This means that some applications must be rejected immediately, e.g. applications that do not demonstrate all the criteria set out below.

**Project applications will have to demonstrate that**

* it is for an Anglican church or organisation
* the money is not for a building project
* there is evidence of clearly defined local needs
* there are clear Christian mission objectives in line with the diocesan strategy

and all applications must include

* an explanation of the project and how it is expected to develop
* a realistic plan of action and resourcing
* a job description and person specification where relevant
* a process for monitoring progress and evaluating outcomes against the objectives
* a clear budget for both income and costs
* a plan for funding the shortfall between the amount applied for and the amount needed
* an assessment of the major risks in carrying out the project
* plans for the long-term viability of the project once the grant ends. The project must demonstrate sustainability beyond the mission funding
* endorsement from the PCC, deanery officers and Bishop for the application

**Key issues**

* The project will be expected to find some of the money locally or obtain grants from other Christian and/or secular sources
* The funding will be limited to three years and a maximum of £30,000 in that period
* Adapting a room or equipping it for a new work might be a welcome project, but buildings of themselves are outside the scope of the fund
* The fund aims to nurture the development of new and extended work in parallel with existing ministries, rather than provide core funding for existing ministries
* The fund will be used for continuing ministries rather than one-off events
* Any project involving recruitment of staff will need to have a member of the committee on the selection panel

**Applications relating to youth work**

* Any church that receives funding for youth work from the diocesan mission fund must attend the annual diocesan youth event ‘May Camp’ every year that mission fund monies are received
* If the funds are to be used to employ somebody to work with young people, the DYO must be involved in all stages of the recruitment and interview process

**Proposed application process**

Applications will be welcomed from parishes, deaneries, ecumenical groups or individuals that have an Anglican connection within Chichester Diocese.

Applications will only be accepted on the application form to be found at

[https://www.chichester.anglican.org/mission-fund-committee/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.chichester.anglican.org%2Fmission-fund-committee%2F&data=02%7C01%7Cmatilda.taylor%40chichester.anglican.org%7Cccff4bbb6be3475ce26508d6f94a861b%7C46c16f751b724c0ca9eac6e2d6aa8b81%7C0%7C0%7C636970495799072457&sdata=pY%2BkeRKvdw4tAbvqg8Q8AKzZkgY47ICWC2vKAabD65w%3D&reserved=0)

An application will be assessed as to the level of grant needed from the limited financial resources of the fund and will be examined against the criteria above.

If there are too many suitable applications for the amount available, then the monies will be awarded to churches that have the lowest ranking in the IMD rankings. Any project that passes all the criteria but does not get awarded due to IMD ranking will be allowed to re-apply for the next round of funding.

Once a grant has been awarded by the assessment committee, monitoring procedures are set in motion.

If an application for a grant is unsuccessful, the assessment committee will provide an explanation.

Grants of up to £30,000 maximum can be awarded over a three-year period. Any grant not used within two years of being offered will be withdrawn.

The grant will be paid out once the award has been made, the only exception is grants relating to employed posts and the money will only be released once the person has been recruited and has a start date has been agreed.

Applicants will now be able to reapply to the mission fund if they have previously been awarded a grant. This change is being made in recognition that incumbents change, and mission develops. There may be new unique initiatives that the church would like to explore, and the mission fund would be an ideal place to look for funding. They should not be prohibited by a historic application for an unrelated project.

Money will not be awarded for the same initiative it has already paid out for.

If a church has been awarded a strategic development fund grant (SDF), you cannot apply for a mission fund grant until all the monies have been paid out from the church commissioners (usually 3 years).

Only one grant can be live at any one time, meaning that application may not be submitted whilst there are grant monies still owed to the body making the application. Also, we would need to know (evidence based) that your previous grant awarded for your initiative was on-going and sustainable.  We suggest a 1year gap between your last grant award and a new application.

If more applications are received than funds are available, the committee may consider part funding between 50% - 75% of the overall costs of an initiative, to be paid, with agreement, over two or three years.

**Project update:**

Annual updates must be given to the mission fund on how the project is progressing and a plan for how the project will be financed and sustained in the coming year. The completion of this report will trigger the release of the following year’s funding.

**Small Grant Application**

There is now a new grant available of up to £1000, payable from the mission fund budget, to support short term projects and one-off expenses for missional initiatives.

The criteria for this will be similar to the full grant, and will be assessed on its missional focus, and its delivery against the diocesan strategy: How is this project helping encourage spiritual and numerical growth? How is it investing in the Common Good? & How is it helping you to re-imagine ministry?

Small grants cannot be applied for more than once for the same initiative.

The application form for this can be found on the diocese website. If you have further questions, please contact Rob Dillingham at rob.dillingham@chichester.anglican.org